

SAMPLE COVER LETTER FROM PARTNERSHIP COORDINATOR TO TRAVELER

Dear Traveler:

Thank you for volunteering to participate in the American International Health Alliance (AIHA) **[US CITY] – [NIS CITY]** Healthcare Partnership program. As a representative of the **[US CITY] – [NIS CITY]** Partnership and AIHA, you will be a part of the US health community's most coordinated technical assistance effort to address significant health issues in the former Soviet Union and Central and Eastern Europe. The trip upon which you are embarking demonstrates a tremendous commitment to improving the health care delivery system throughout the region. We anticipate that your impact will be both significant and personally rewarding.

With support from the US Agency for International Development (USAID), AIHA has established and supported over eighty healthcare partnerships in the New Independent States (NIS) of the former Soviet Union and Central and Eastern Europe (CEE). In addition to working with their specific institutional counterparts, AIHA partnerships are working with ministries of health, local and regional health system administrations, and schools of health sciences to ensure that critical areas of health education and administration are addressed and that the other developmental assistance efforts are enhanced.

The **[US CITY] – [NIS CITY]** Partnership is working to **[DESCRIPTION OF PARTNERSHIP AREA(S) OF FOCUS]**. The objective of your visit is **[DESCRIPTION OF TRIP OBJECTIVE(S)]**. In **[NIS COUNTRY]** you will work with colleagues from **[NIS INSTITUTION]**. I am attaching the following documents, which relate to your travel:

- An "Exchange Confirmation: Personal Data" form to provide the information needed to make your preliminary travel arrangements.
- A visa application, with instructions as to the materials required for your application.
- A draft trip agenda -- I welcome your comments.
- A copy of the partnership workplan. Please see Objective(s) **X** which relate to your trip.
- A report from a previous trip which relates to your objectives.
- An overview of AIHA, the organization supporting our partnership, and emergency contact information provided by AIHA for travelers under this program.
- A copy of "Travel Tips for the NIS."
- **[OTHER MATERIALS SELECTED BY THE COORDINATOR, SUCH AS THE ADDRESS WHERE TRAVELERS WILL STAY, AN OVERVIEW OF THE NIS PARTNER INSTITUTION, ETC.]**

Please return to me, by **[DATE]**, the Personal Data Form and the Visa Application, along with required visa materials as outlined in the explanation.

Thank you for your assistance in preparing for this trip. Please contact me at **[TELEPHONE/EMAIL]** with any questions.

Sincerely,

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Partnership Coordinator Name